

**DISCLOSURE OF FINANCIAL INTEREST BY *MUNICIPAL EMPLOYEE*,  
CERTIFICATION BY HEAD OF CONTRACTING AGENCY AND APPROVAL  
AS REQUIRED BY G. L.C.268A ' 20(b)**

**Note: You are eligible for this exemption only if you meet all of the following requirements:**

- Your regular agency is not the contracting agency or an agency that regulates the activities of the contracting agency;
- You do not participate in or have official responsibility for any of the activities of the contracting agency;
- The contract was made after public notice or competitive bidding;
- You complete, sign, and file with the town or city clerk this disclosure form;

**And**, if the contract is for **your personal services**:

- The services will be provided outside your normal municipal working hours;
- The services are not required as part of your regular duties as a municipal employee;
- You are compensated for the services for not more than 500 hours during a calendar year;
- The head of the contracting agency completes and signs the certificate below.
- The city or town council, board of aldermen, or board of selectmen approve this exemption from ' 20 below.

Name:	
Title or Position:	
Agency/Department:	
Office Phone:	
Contracting municipal agency:	
Contract is for:	
Financial interest of employee and immediate family:	
Employee Signature:	
Date:	

**CERTIFICATE BY HEAD OF CONTRACTING AGENCY  
(if contract is for municipal employee's personal services)**

**I certify that no employee of my agency is available to perform the contract services described above as part of his or her regular duties.**

Name:	
Agency:	
Office Phone:	
Signature:	
Date:	

**APPROVAL OF EXEMPTION  
(if contract is for municipal employee's personal services)**

**The city or town council, board of aldermen, or board of selectmen approve this exemption from ' 20.**

Signature:	
Date:	

**After disclosure (and certification and approval, if needed) are completed and signed,  
file this form with the city or town clerk.  
Attach additional pages if necessary.**